



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date November 13, 1972	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. 27		Date Received NOV 29 1972	Application No. 392
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture Animal Industry - Animal Disease Eradication 19 Hunter St.S.W. Atlanta, Georgia 30334		4. Person to Contact Dr. James Andrews	Date Completed DEC 4 1972
		5. Working Title State Veterinarian	6. Tel. No. 656-3667

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest
Dates of Series
1971 to Date

9. Exact Series Title

Cattle Herd Quarantines and Releases Files

10. What is the function of the office in which this record series is created?

The Section administers the Livestock Health Rules and Regulations pertaining to Herd Accreditation, Herd Certification, and Validation. It records tests for Tuberculosis and Brucellosis in cattle, and brucellosis in swine; receives affidavit from herd owners requesting certification, registration or validation thru owner's Veterinarian; evaluates affidavit for certification, accreditation and/or validation - if qualified issues certification, accreditation, and/or validation; inspection of herds for re-certification, re-accreditation, and/or re-validation-if qualified issues re-certification, re-accreditation, and/or re-validation certificates on selected anniversary date each year after first qualifications.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to Cattle Herd Quarantines and Releases.

Documents are:

Cattle Herd Quarantines
Cattle Herd Releases

Files are arranged alphabetically by owner.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	4	6		3	4.5
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				3	
				This Year's	Last Year's
				1	1
			AVERAGE DAILY REFERENCES	Preceding Year's	All Prior Years'

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [X]
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. ☐ [] ☒ [X]
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [X]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [X]
18. Could the function be performed if the files were lost or destroyed? ☒ [X] ☐ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ [X] ☐ []

May take several years to release Quarantined Herd or liquidated the herd.

23. Will there be a need for these records 10, 15 years from now? If yes, what?

24. REQUIREMENTS. The following requires the files to be kept Indefinite years:

- a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☐ [] FEDERAL LAW e. ☒ [X] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ [] CALENDAR YEAR ☐ [] FISCAL YEAR ☒ [X] OTHER See Below, then:

- ☐ [] Hold in the current files area _____ month(s)/_____ year(s):
- ☐ [] Transfer to ☐ [] State Records Center ☐ [] Local Holding Area; hold _____ year(s):
- ☐ [] Destroy.
- ☐ [] Transfer to State Archives for permanent retention.
- ☐ [] Destroy immediately after cut-off.
- ☐ [] Other: (Specify)

Hold Quarantine in the active files until the Quarantine is released; then, withdraw folder from the active files, and place the folder in the inactive files. Cut off inactive files at the end of each calendar year; hold in current files area 2 years; then, destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>[Signature]</i>	11-13-72		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input type="checkbox"/> [] Approved <input type="checkbox"/> [] Disapproved	<i>Ellis D. Lick</i>	11-13-72
	State Auditor/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>William M. Dixon</i>	11-29-72
	Secretary of State/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>Carroll Hest</i>	11-29-72
	Attorney General/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>Robert H. Shell</i>	12-1-72

STATE RECORDS
COMMITTEE